

THE TULALIP TRIBES
Quil Ceda Village
Job Description

UPDATED JOB DESCRIPTION
Re-advertisement

"This job opening is for enrolled Tulalip Tribal members only."

JOB TITLE: Carver Apprentice (1)

JOB NUMBER: QCV 018-06

NOTE: ONLY ENROLLED MEMBERS OF TULALIP TRIBES WILL BE CONSIDERED FOR THIS IN-HOUSE POSITION.
Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent *preferred*

SKILLS:

☐ Must have the ability to read and understand sketches.

☐ Must be able to operate equipment used in building trades such as power tools and machine wood tools.

EXPERIENCE:

☐ Minimum of six (6) months experience in wood carving.

OTHER REQUIREMENTS

☐ Must be able to take direction from supervisor.

☐ Valid Drivers License *preferred* (**Attach a copy with application**) *Must be able to obtain license within six months, if hired.*

☐ Must be able to work any shift assigned to include evenings, weekends, and/or holidays as needed or requested.

☐ Tulalip Tribal Member (**attach copy of enrollment card**)

Physical Characteristics and/or Prerequisites:

☐ Manual and finger dexterity for the operation of equipment and hand tools.

☐ Stamina to stand and/or walk for prolonged periods of time.

☐ Mobility to bend, stoop, and/or climb stairs on a frequent basis.

☐ Ability to lift objects weighing 75 lbs. frequently.

☐ Must be able to work in all types of weather conditions.

☐ Must be able to climb ladders and work on a concrete floors for prolonged periods of time.

Tribal Department: Tulalip Tribal Design Division

Employee Classification: Non-Exempt

Job Summary: Assists with all phases of carving.

Employee Reports To: Carver.

Extent of Authority: Performs tasks in accordance with the HRO and other established tribal procedures.

Specific Duties Performed:

1. Performs needed labor work that includes, but not limited to, carving, set up, moving logs, cleaning, painting etc.
2. Read sketches, and/ or building plans for information pertaining to types of material required and dimensions of structure or fixture to be fabricated.
3. Performs other job duties as deemed necessary or requested.

Terms of Employment: This is a regular full-time position, requiring at least 40 hours per week, or 2080 hours per year.

Pay Range: \$14.72 Per-Hour

Opening Date: 3/6/07 **Closing Date:** 3/16/07